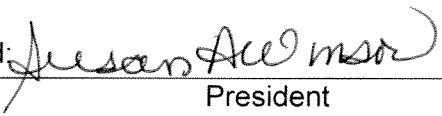


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EMPLOYMENT PRACTICES	Procedure Number:	3-3-101.1
Institutional Authority:	Vice President for Administrative Services		
Associated SBTCE Policy/Procedure:	8-7-100.1		
Governing ATC Policy:	3-3-101		

Approved: 
President


Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 02/11/2008

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

All personnel employed by Aiken Technical College are considered State employees, and as such are subject to the rules and regulations of the Budget and Control Board, the Office of Human Resources (OHR), and statewide policies and procedures of the State Board for Technical and Comprehensive Education (SBTCE). They are designated and referred to as (1) teaching faculty, (2) non-teaching faculty, (3) the President, (4) classified employees, (5) unclassified employees, or (6) unclassified non-teaching personnel (UNTP).

- A. FTE (Covered)
 - 1. FTE positions are established where there is a projected need for specific duties to be performed for a period of time to exceed twelve (12) months.
 - 2. FTE positions are designated and referred to as either classified, unclassified, institutional officers, or educational support personnel.

B. Temporary

1. Temporary positions are established for a period not exceeding twelve (12) months to provide specific duties for a defined project, for peak workloads, and for short-term replacement of permanent employees on leave of absence.
2. Temporary positions are designated and referred to include, but not limited to, as Academic adjunct faculty, Workforce Business Development adjunct faculty, administrative, clerical, and custodial, college work study, or student workers.
3. Temporary positions will only be paid for hours worked. Any overtime hours must be approved, in advance, by the appropriate supervisor.
4. Temporary grant positions are established for a period of time, not to exceed the length of the grant that funds the position, to provide specific duties as defined in the grant. The positions must be funded in full by federal or state grants.

C. FTE, temporary grant and temporary positions may be established on full-time or part-time positions depending on the number of work hours required to perform the assigned duties. The minimum normal work hours of a full-time position are 37.5 hour per week. A normal workweek of less than 37.5 hours is considered part-time. As for the Office of Insurance purposes, in order to be eligible for insurance benefits, a full-time employee is an employee occupying a FTE position and who works at least 30 hours per week continuously for one year.

D. The following is a general outline of the hiring procedures to be used at Aiken Technical College. For further explanation, refer to the Aiken Technical College Selection Process Manual on file in the Human Resources Office.

Filling FTE Positions

1. Establishing New Positions

A Position Description describing the function and specific duties of the position and the minimum qualifications required to perform these duties must be developed. The supervisor for the proposed new position should write the position description and identify source of funds and then forward the position description to the Human Resources Director for review and comment. After gaining all institutional approvals, the Human Resources Director will forward the position description to the State Tech Human Resource Services Division for approval. Once approved, the College may begin the recruitment process.

2. Vacant Positions

When an existing position is vacated, the Human Resources Director will furnish the supervisor a copy of the current position description for review and update if necessary. If the position description accurately reflects the duties and responsibilities of the position, the institution may begin the recruitment process. If the duties and responsibilities have changed, it will be necessary to update the position description. The Human Resources Director will submit the updated position description to State Tech Human Resource Services Division for classification review. When the update process is completed, the recruitment process may begin.

3. Recruitment Process

Using the position description as a guide, the supervisor will complete an open position advertising request for the vacant position. The Human Resources Office will review and submit for advertising. The open position advertising request form will be posted on the job board and sent to all other Tech Colleges and State Tech Human Resource Services Division for posting.

Furthermore, to ensure an effective affirmative action program, the open position advertising request form should be sent to predominantly minority and female Colleges, the State Employment Office, and any other recruiting sources available to meet the needs of the College.

If the initial number of applicants does not provide adequate minority or female representation and the position is in a race/sex group that has an underutilization, it is recommended that, if possible, the closing date be extended. During this period, the Human Resources Director should solicit additional assistance in the recruiting effort for the underutilized race/sex group.

All applicants will be required to complete the South Carolina Government Application and furnish transcripts and/or resume as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions.

All candidates, be they internal or external to the organization, applying for a specific position must submit to the College a completed or updated South Carolina State Government Application for Employment which specifies the position, by title, for which the applicant wishes to be considered. Applicants considered for employment in staff (classified) positions must meet the minimum education and work experience of the State Board for Technical and Comprehensive Education. Applicants considered for employment in faculty positions must meet the minimum education, teaching, and work experience requirements of the Southern Association of Colleges and Schools as detailed in SBTCE procedure 8-2-102.1.

The Human Resources staff is not authorized to act on behalf of the applicant in updating, revising, correcting, or modifying an application form.

4. Interview Process

The Human Resources designee and/or the chairperson, the appropriate functional area manager, and/or the President should review all applications to determine which applicants possess the minimum qualifications for the position. The interview process outlined in the Aiken Technical Selection Process Manual will be followed. The Aiken Technical Selection Process Manual can be found in the Human Resources Office.

E. Filling Temporary Positions

1. Considerations

Aiken Technical College may employ individuals in temporary status to perform specific duties and responsibilities for a defined project, adjunct teaching assignment, peak workload period, and for replacement of permanent employees on leave of absence.

All personnel employed in temporary status are subject to the following provisions:

- a. The initial period of employment, on a full-time or part-time basis may not exceed twelve (12) months.
- b. Temporary employees are not considered salaried employees and shall be paid at an hourly rate for actual hours worked during each pay period.
- c. Temporary employees are not eligible for paid leave, nor other benefits normally associated with FTE employees, except that they must be offered the option of joining the S.C. Retirement System.
- d. Temporary employees are deemed as employed at will and will not be considered for either probationary or permanent status. They do not have the right of grievance appeal to the State Grievance Committee and can only make a grievance appeal within the SBTCE Grievance Procedure if discrimination is alleged.
- e. Temporary employees do not have the rights or protection of SBTCE Reduction in Force Procedure, and are subject to termination to provide continued employment for a permanent employee affected by an institutional reduction in force.

2. Recruitment Process

- a. The division and/or department identifies a need for temporary help and the funding source for the positions, to include advertising costs.
- b. An open position advertising request is completed by the supervisor and sent via normal supervisory channels for approval.
- c. The Human Resources Office will review and prepare for advertisement.
- d. All applicants will be required to complete the South Carolina Government application and furnish transcripts, if deemed necessary for the position.
- e. At a minimum, the supervisor will conduct no less than three (3) interviews, collect all interviewing materials, prepare hiring justifications, and communicate with the appropriate Vice President. Before making an offer to the applicant, the Human Resources Office will be contacted. All documentation related to the interview will be forwarded to the Human Resources Office.
- f. The supervisor will initiate the preparation of the Temporary Employee Agreement Form.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2015		